

**Chatham-Kent Police Service**  
**Notice of Internal/External Posting**  
**#003 - 2021**

**Position:** Special Constable (Grade 7, Level 1)

**Department:** Community Patrol Branch  
Crime Prevention and Community Safety Section

**Supervisor:** Sergeant, Community Mobilization Section

**Hours of Work:** Monday – Friday (35 hour workweek) with some scheduled and unscheduled overtime as required.

**Work Location:** Crime Prevention & Public Safety offices, North – Wallaceburg, South – Tilbury/Ridgetown, with assignments throughout the Municipality.

**Qualifications:**

- Be of good moral character and habits.
- Possess a valid driver's license with no more than six accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.
- Must have no criminal convictions for which a pardon has not been granted.
- Completion of a post-secondary program at a Community College (Diploma or Certificate) and or up to six months related experience preferred.
- Professional appearance and deportment.
- Developed computer skills and excellent keyboarding skills.
- Working knowledge of various computer programs and software (Virtual Learning)
- Advanced public speaking skills for presentations in schools and various community events
- Demonstrate positive work attendance record.
- Ability to multi-task and work with minimal supervision.
- Ability to determine and act upon priorities.
- Good organization and time-management skills.
- Good customer service skills to respond effectively to people at all levels and in various situations.
- Ability to perform as a member of a team, while completing duties with minimal direct supervision.

**General Responsibilities:**

- Preparation and delivery of community crime prevention programs across the Municipality
- Establish and/or maintain partnerships with special interest and community groups in the advancement of public safety.
- Provide police related programs for the Children's Safety Village as well as conduct tours of the Service facilities, setting up and staffing displays at the various events, malls, etc. that the Service supports.

## Specific Responsibilities:

- Liaison between CKPS Administration, CMS Sergeant, Youth Officer and CMS Constables
- Review daily media releases and develop and send out Email Crime Alert messages to appropriate areas of Chatham-Kent
- Liaise as required with Neighbourhood Community groups
- Maintain contact lists for the executives of all Neighbourhood Community groups in Chatham-Kent and develop ongoing programming
- Work closely with the Chatham-Kent Safety Patrol Committee to recruit train, and monitor safety patrols across the Municipality
- Determine the programs that will be taught each school year at the elementary and high school levels and advise the School Board contacts appropriately
- Meet as required with the Lambton-Kent District School Board, St. Clair Catholic District School Board, French Catholic Board and Christian Boards to conduct teacher In-Service Training for the VIP program
- Meet with Special Constables monthly to review what programming has been taught or if any new issues need to be addressed
- Review new programming with colleagues to ensure it is accurate and meets the highest standards before it is presented to the community
- Research and order new teaching materials as needed by the unit, as approved by the Branch Commander
- Work in cooperation with the program development committee of the Chatham-Kent Children's Safety Village to update and ensure that programs meet standards and needs
- Liaise with other police services at Regional Community Services meetings
- Attend seminars, conferences and /or meetings pertaining to crime prevention and public safety, child and youth crime or other specified training
- Work closely with the Community Mobilization Section on Neighbourhood and Community Policing initiatives
- Set up / conduct media interviews, new conferences, photo opportunities for related issues pertaining to the operations of the Section with the guidance of the Service's Public Information Officer
- Participate on assigned Boards and Committees as required.
- When reassigned to Courts or Community Patrol:
  - Prisoner Care & Control – searching, booking, fingerprinting, transporting, escorting duties;
    - Tracking, control and maintenance of documentation relative to prisoners and court proceedings;
    - Security of the premises of the Courts during the presence of the judiciary and public when courts are in session;
    - Initial contact for walk-ins at front counter;
    - "Alternative Response" reports or incidents;
    - Assist with prisoner booking, fingerprinting;

**Beneficial:**

- Trained in Fingerprinting
- Qualified to retrieve DNA

**Start Date:** July 2021 (possibly earlier for training)

**Closing Date:** April 30<sup>th</sup>, 2021 at 09:00hrs

**Compensation:** Grade 7, Level 1      \$65,131.28

**To apply, forward:**

- Cover Letter
- Resume
- By EMAIL, to [jasonc@chatham-kent.ca](mailto:jasonc@chatham-kent.ca)
- In PDF (Portable Document Format)

**To:**

Chatham-Kent Police Service  
Attn: Staff Sergeant Jason Chickowski  
Corporate Services Section  
24 Third Street, P.O. Box 366  
Chatham, Ontario N7M 5K5

*ADMINISTRATION MAINTAINS THE RIGHT TO CANDIDATE SELECTION AND  
POSTING DURATION BASED UPON ORGANIZATIONAL OBJECTIVES, GOALS AND  
LONG TERM PLANNING INITIATIVES.*